## Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)

### Order Form

Call-Off Reference: 711931451

Call-Off Title: Provision of infrastructure Systems Assessment And Targeting (ISAT) Framework

**Call-Off Contract Description:**

Phase one of the programme is the development of an infrastructure systems modelling tool allowing the visualisation of the infrastructure within an AO, map the complex infrastructure inter-dependencies and allow the interrogation of the model to provide decision support to Comds at all levels.   
The Authority reserves the right to place Follow On work with the Supplier as specified within the Statement of Requirements for Phase 2 & Phase 3 depending on the technical results of Phase 1.

If at the end of Phase 1 follow on work is not desirable, the Authority may wish to Terminate the Contract in accordance with the Digital Outcomes & Specialist Terms & Conditions.

If, however, Phase 2 is desirable, the feasibility of any additional work is subject to the Authority’s internal funding approval. Phase 2 & Phase 3 work Authorisation must be exercised in writing by a Commercial Officer. In any instance, the Authority will request a quotation in accordance with the Firm SFIA Man Day Rates detailed at Call-Off Schedule 5 (Pricing Details & Expenses Policy)

Any follow-on work carried out without the Authority’s written authorisation will be at the Supplier’s risk and the Authority will not be obliged to pay for the work.

**The Buyer:** Army Commercial - Innovation

**Buyer Address:** Army HQ, Blenheim Building, Monxton road, Andover, SP11 8HT

**The Supplier:** HELYX SECURE INFORMATION SYSTEMS LTD

**Supplier Address:** Unit 2 Hanley Court, Brockeridge Business Park, Twyning,

Tewkesbury, Gloucestershire, GL20 6FE.

Registered office address: Millenium House, 65 Walton Street, Aylesbury, Buckinghamshire, HP21 7QG

**Registration Number:** 04464638

**DUNS Number:** 424770241

**SID4GOV ID:** NOT APPLICABLE

#### Applicable Framework Contract

This Order Form is for the provision of the Call-Off Deliverables and dated 2nd October 2024.

It’s issued under the Framework Contract with the reference number RM1043.8 for the provision of Digital Outcomes Deliverables.

The Parties intend that this Call-Off Contract will not, except for the first Statement of Work which shall be executed at the same time that the Call-Off Contract is executed, oblige the Buyer to buy or the Supplier to supply Deliverables.

The Parties agree that when a Buyer seeks further Deliverables from the Supplier under the Call-Off Contract, the Buyer and Supplier will agree and execute a further Statement of Work (in the form of the template set out in Annex 1 to this Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules).

Upon the execution of each Statement of Work it shall become incorporated into the Buyer and Supplier’s Call-Off Contract.

#### Call-Off Lot

Lot 1: Digital Outcomes

#### Call-Off Incorporated Terms

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1 (Definitions) RM1043.8
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for RM1043.8
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 6 (Key Subcontractors)
  + Joint Schedule 7 (Financial Difficulties) [**Optional**]
  + Joint Schedule 8 (Guarantee) [**Optional**]
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data) RM1043.8
  + Joint Schedule 12 (Supply Chain Visibility) [**Optional**]
* Call-Off Schedules for RM1043.8
  + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 2 (Staff Transfer) (**NOT APPLICABLE)**
  + Call-Off Schedule 3 (Continuous Improvement)
  + Call-Off Schedule 5 (Pricing Details and Expenses Policy)
  + Call-Off Schedule 6 (Intellectual Property Rights and Additional Terms on Digital Deliverables)
  + Call-Off Schedule 7 (Key Supplier Staff)
  + Call-Off Schedule 8 (Business Continuity and Disaster Recovery) [**Optional**]
  + Call-Off Schedule 9 (Security)
  + Call-Off Schedule 10 (Exit Management)
  + Call-Off Schedule 12 (Clustering) **(NOT APPLICABLE)**
  + Call-Off Schedule 13 (Implementation Plan and Testing)
  + Call-Off Schedule 14 (Service Levels and Balanced Scorecard)
  + Call-Off Schedule 15 (Call-Off Contract Management)
  + Call-Off Schedule 16 (Benchmarking) [**NOT APPLICABLE)**
  + Call-Off Schedule 17 (MOD Terms)
  + Call-Off Schedule 18 (Background Checks)
  + Call-Off Schedule 19 (Scottish Law) **(NOT APPLICABLE)**
  + Call-Off Schedule 20 (Call-Off Specification)
  + Call-Off Schedule 21 (Northern Ireland Law) **(NOT APPLICABLE)**
  + Call-Off Schedule 23 (HMRC Terms)
  + Call-Off Schedule 25 (Ethical Walls Agreement)
  + Call-Off Schedule 26 (Cyber Essentials Scheme)

1. CCS Core Terms (version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility) RM1043.8
3. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

#### Call-Off Special Terms

The following Special Terms are incorporated into this Call-Off Contract:

[**Insert** terms to revise or supplement Core Terms, Joint Schedules, Call-Off Schedules; or none]

[Special Term 1: ]

[Special Term 2: ]

[Special Term 3: ]

[None]

Call-Off Start Date: 14 October 2024

Call-Off Expiry Date: 13 October 2026

Call-Off Initial Period: 24 Months

Call-Off Optional Extension Period: 5 Months

Minimum Notice Period for Extensions: 3 Months

Call-Off Contract Value: Phase 1: £499,658.40 Ex VAT

Phase 2: Option 1: TBC

Phase 3: Option 2: TBC

The Authority has included a non-Guaranteed Limit of Liability of £5M to cover the costs associated with Phase 2 & 3 if exercised. In any instance, this is currently unfunded and will require a Business Case / funding approval prior to requesting a quotation in accordance with the Firm Priced Man Days Rates within Schedule 5

#### Call-Off Deliverables

See details in Call-Off Schedule 20 (Call-Off Specification)]

#### Warranty Period

The Supplier shall provide digital and Software Deliverables with a minimum warranty of at least 90 days against all obvious defects, and in relation to the warranties detailed in Paragraphs 4 (licensed Software warranty) and 9.6.2 (Specially Written Software and New IPRs) of Call-Off Schedule 6 (IPRs and Additional Terms on Digital Deliverables).

#### Buyer’s Standards

From the Start Date of this Call-Off Contract, the Supplier shall comply with the relevant (and current as of the Call-Off Start Date) Standards referred to in Framework Schedule 1 (Specification). The Buyer requires the Supplier to comply with the following additional Standards for this Call-Off Contract:

#### Cyber Essentials Scheme

The Buyer requires the Supplier, in accordance with Call-Off Schedule 26 (Cyber Essentials Scheme) to provide a Cyber Essentials Certificate prior to commencing the provision of any Deliverables under this Call-Off Contract.

#### Maximum Liability

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms as amended by the Framework Award Form Special Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£499,658.40** Estimated Charges in the first 12 months of the Contract.

#### Call-Off Charges

Fixed Price

Where non-UK Supplier Staff (including Subcontractors) are used to provide any element of the Deliverables under this Call-Off Contract, the applicable rate card(s) shall be incorporated into Call-Off Schedule 5 (Pricing Details and Expenses Policy) and the Supplier shall, under each SOW, charge the Buyer a rate no greater than those set out in the applicable rate card for the Supplier Staff undertaking that element of work on the Deliverables.

All changes to the Charges must use procedures that are equivalent to those in Paragraph 4 in Framework Schedule 3 (Framework Prices).]

#### Reimbursable Expenses

See Call-Off Schedule 5 (Pricing Details and Expenses Policy)

#### Payment Method

CP&F

**Buyer’s Invoice Address**

**[REDACTED]**

Head of Business

[REDACTED][REDACTED]

[[REDACTED]](mailto:finance@helyx.co.uk)

Unit 2 Hanley Court, Brokeridge Business Park, Twyning, Tewsbury, Gloucestershire, GL20 6FE

#### Buyer’s Authorised Representative

#### [REDACTED]

Army Commercial Innovation - Army HQ, Blenheim Building, Monxton road, Andover, SP11 8HT

[REDACTED]

[REDACTED]

#### Buyer’s Environmental Policy

Not Applicable

#### Buyer’s Security Policy

If requested to do so by the Buyer, the Supplier will, within 5 Working Days of the date of the Call-Off Contract, develop, obtain Buyer’s approval of, maintain and observe a Security Management Plan and an Information Security Management System (ISMS) which, after Buyer approval, will apply during the term of the Call-Off Contract. Both the ISMS and the Security Management Plan will comply with the security policy of the Buyer and protect all aspects of the Services, and all processes associated with the delivery of the Services.

The Supplier will use software and the most up-to-date antivirus definitions available from an industry accepted antivirus software vendor to minimise the impact of Malicious Software.

If Malicious Software causes loss of operational efficiency or loss or corruption of Buyer Data, the Supplier will help the Buyer to mitigate any losses and will restore the Services to their desired operating efficiency as soon as possible.

The Supplier will immediately notify CCS of any breach of security in relation to CCS’s Confidential Information (and the Buyer in relation to any breach regarding Buyer Confidential Information). The Supplier will recover such CCS and Buyer Confidential Information however it may be recorded.

Any system development by the Supplier must also comply with the government’s ‘10 Steps to Cyber Security’ guidance, as amended from time to time and currently available at: <https://www.ncsc.gov.uk/guidance/10-steps-cyber-security><https://www.gov.uk/government/publications/cyber-risk-management-a-board-level-responsibility/10-steps-summary>

**Supplier’s Authorised Representative**

**[REDACTED]**

Head of Operations

[REDACTED][REDACTED]

[[REDACTED]](mailto:r.southwell@helyx.co.uk)

Unit 2 Hanley Court, Brokeridge Business Park, Twyning, Gloucestershire, GL20 6FE

**Supplier’s Contract Manager**

**[REDACTED]**

Head of Business Development

[REDACTED]

[[REDACTED]](mailto:r.southwell@helyx.co.uk)

Unit 2 Hanley Court, Brokeridge Business Park, Twyning, Gloucestershire, GL20 6FE

#### Progress Report Frequency

By the fifth Working Day of each calendar month through the Monthly SOW review and invoicing submission.

#### Progress Meeting Frequency

Quarterly on the first Working Day of each quarter:

* Quarterly review of Finance and Commercials – current spend on track, any Commercial or contractual issues arisen.
* Quarterly review of Personnel, delivery / performance / workload / any issues.
* Continuous Improvement – done / doing / future.
* Feedback or any concerns / requirements from the supplier / ADS.
* AOB.

**Key Staff**

NOT APPLICABLE

Worker Engagement Route (including whether inside or outside IR35 and whether there is a requirement to issue a Status Determination Statement): All individuals assigned to this Task are Helyx employees and on payroll

Worker Engagement Route (including whether inside or outside IR35 and whether there is a requirement to issue a Status Determination Statement): All individuals assigned to this Task are Helyx employees and on payroll.

#### Key Subcontractor(s)

NOT APPLICABLE

#### Commercially Sensitive Information

See DF539A\_CommerciallySensitiveInfo-Helyx-ISAT

#### Balanced Scorecard

See Call-Off Schedule 14 (Service Levels and Balanced Scorecard)

#### Material KPIs

The following Material KPIs shall apply to this Call-Off Contract in accordance with Call-Off Schedule 14 (Service Levels and Balanced Scorecard):

|  |  |  |
| --- | --- | --- |
| Material KPIs | Target | Measured by |
| Key Milestones | All Key Deliverables (Serials 1-7) will be delivered on or before the agreed target Completion Date and meet the acceptance Criteria | % achieved on time |
| Reports – Project Time | Estimate to Contract completion.  The supplier will provide quarterly Progress Meetings, a forecasted completion of work packages, and any shortfall in the delivery of the requirements set out in the requirements section. | % provided on time |
| Reports – Project Finances | The Supplier will provide tall the Quarterly Meetings, a summary of financial expenditure to date, a detailed forecast for the next quarter, and overview of the remaining contract period. | % provided on time |
| Reports – Monthly Progress | A report to be submitted as required to the Client by 20th of each Month, to coincide with Client reporting schedules for the issue at the Monthly Progress Meetings | % of reports provided by the due date |
| Adjustments To Schedule | The supplier will adhere to an agreed schedule. | % against initial period |

#### Service Credits

Not Applicable

~~[~~**~~or insert~~** ~~Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels and Balanced Scorecard)~~

~~The Service Credit Cap is: [~~**~~Insert~~** ~~£value]~~

~~The Service Period is: [~~**~~Insert duration~~**~~: one Month]~~

~~A Critical Service Level Failure is: [~~**~~Buyer~~** ~~to define]]~~

#### Additional Insurances

NOT APPLICABLE

**~~or~~****~~insert~~** ~~details of Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements)]~~

#### Guarantee

NOT APPLICABLE

**Social Value Commitment**

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)

#### Statement of Works

During the Call-Off Contract Period, the Buyer and Supplier may agree and execute completed Statement of Works. Upon execution of a Statement of Work the provisions detailed therein shall be incorporated into the Call-Off Contract to which this Order Form relates.

**For and on behalf of the Supplier:**

Signature: [REDACTED]

Name: [REDACTED]

Role: Head of Business Development

Date: 2nd October 2024

**For and on behalf of the Buyer:**

Signature: [REDACTED]

Name: [REDACTED]

Role: Army StratCen-Comrcl-Battlelab

Date: 04 October 2024

[**Buyer** **guidance**: execution by seal / deed where required by the Buyer]

### Appendix 1

[Insert The first Statement(s) of Works shall be inserted into this Appendix 1 as part of the executed Order Form. Thereafter, the Buyer and Supplier shall complete and execute Statement of Works (in the form of the template Statement of Work in Annex 1 to the template Order Form in Framework Schedule 6 (Order Form Template, Statement of Work Template and Call-Off Schedules)].

[Insert Each executed Statement of Work shall be inserted into this Appendix 1 in chronology.]

### Annex 1 (Template Statement of Work)

1. **Statement of Works (SOW) Details**

Upon execution, this SOW forms part of the Call-Off Contract (reference below).

The Parties will execute a SOW for each set of Buyer Deliverables required. Any ad-hoc Deliverables requirements are to be treated as individual requirements in their own right and the Parties should execute a separate SOW in respect of each, or alternatively agree a Variation to an existing SOW.

All SOWs must fall within the Specification and provisions of the Call-Off Contact.

The details set out within this SOW apply only in relation to the Deliverables detailed herein and will not apply to any other SOWs executed or to be executed under this Call-Off Contract, unless otherwise agreed by the Parties in writing.

**Date of SOW:**

**SOW Title:**

**SOW Reference:**

**Call-Off Contract Reference:**

**Buyer:**

**Supplier:**

**SOW Start Date:**

**SOW End Date:**

**Duration of SOW:**

**Key Personnel (Buyer):**

**Key Personnel (Supplier):**

**Subcontractors:**

1. **Call-Off Contract Specification – Deliverables Context**

**SOW Deliverables Background**: [**Insert** details of which elements of the Deliverables this SOW will address]

**Delivery phase(s)**: [**Insert** item and nature of Delivery phase(s), for example, Discovery, Alpha, Beta or Live]

**Overview of Requirement**: [**Insert** details including Release Type(s), for example Ad hoc, Inception, Calibration or Delivery]

1. **Buyer Requirements – SOW Deliverables**

**Outcome Description:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone Ref** | **Milestone Description** | **Acceptance Criteria** | **Due Date** |
| MS01 | Collect.  Delivery of the “collect” functions as defined in the requirements table. (SOR) | TBC | 08 Nov 24 |
| MS02 | Process.  Delivery of the “process” functions as defined in the requirements Table. (SOR) | TBC | 22 Nov 24 |
| MS03 | Analyse.  Delivery of the “analyse” functions as defined in the requirements table. (SOR) | TBC | 06 Dec 24 |
| MS04 | Visualise  Delivery of the ‘visualise’ functions as defined in the requirements table. | TBC | 10 Jan 25 |
| MS05 | Fielding  Delivery of the ‘fielding’ functions as defined in the requirements table. (SOR) | TBC | 31 Jan 25 |
| MS06 | User Requirements  Delivery of the training and equipment user requirements as defined in the user requirements table. (SOR) | TBC | 31 Jan 25 |
| MS07 | User Requirements  Delivery of the maintenance and support user requirements as defined in the user requirements table. (SOR) | TBC | 31 Mar 25 |

**Delivery Plan:**

**Dependencies:**

**Supplier Resource Plan:**

**Security Applicable to SOW:**

The Supplier confirms that all Supplier Staff working on Buyer Sites and on Buyer Systems and Deliverables, have completed Supplier Staff Vetting in accordance with Paragraph 6 (Security of Supplier Staff) of Part B – Annex 1 (Baseline Security Requirements) of Call-Off Schedule 9 (Security).

[If different security requirements than those set out in Call-Off Schedule 9 (Security) apply under this SOW, these shall be detailed below and apply only to this SOW:

[**Insert if necessary]**

**Cyber Essentials Scheme:**

The Buyer requires the Supplier to have and maintain a **Cyber Essentials Plus Certificate** for the work undertaken under this SOW, in accordance with Call-Off Schedule 26 (Cyber Essentials Scheme).

**SOW Standards:**

[**Insert** any specific Standards applicable to this SOW]

**Performance Management:**

[**Insert** details of Material KPIs that have a material impact on Contract performance]

|  |  |  |
| --- | --- | --- |
| **Material KPIs** | **Target** | **Measured by** |
|  |  |  |
|  |  |  |

[**Insert** Service Levels and/or KPIs – See Call-Off Schedule 14 (Service Levels and Balanced Scorecard)]

**Additional Requirements:**

**Annex** **1** – Where Annex 1 of Joint Schedule 11 (Processing Data) in the Call-Off Contract does not accurately reflect the data Processor / Controller arrangements applicable to this Statement of Work, the Parties shall comply with the revised Annex 1 attached to this Statement of Work.

**Key Supplier Staff:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Role** | **Key Staff** | **Contract Details** | **Worker Engagement Route (incl. inside/outside IR35)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

[**Indicate**: whether there is any requirement to issue a Status Determination Statement]

**SOW Reporting Requirements:**

**[**Further to the Supplier providing the management information detailed in Call-Off Schedule 15 (Call Off Contract Management), the Supplier shall also provide the following additional management information under and applicable to this SOW only:

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref.** | **Type of Information** | **Which Services does this requirement apply to?** | **Required regularity of Submission** |
| 1. | [**insert**] | | |
| 1.1 | [insert] | [insert] | [insert] |

**]**

1. **Charges**

**Call Off Contract Charges:**

The applicable charging method(s) for this SOW is:

* [Capped Time and Materials]
* [Incremental Fixed Price]
* [Time and Materials]
* [Fixed Price]
* [2 or more of the above charging methods]

[**Buyer** to select as appropriate for this SOW]

The estimated maximum value of this SOW (irrespective of the selected charging method) is £[**Insert** **detail**].

**Rate Cards Applicable:**

[**Insert** SOW applicable Supplier and Subcontractor rate cards from Call-Off Schedule 5 (Pricing Details and Expenses Policy), including details of any discounts that will be applied to the work undertaken under this SOW.]

**Reimbursable Expenses:**

[See Expenses Policy in Annex 1 to Call-Off Schedule 5 (Pricing Details and Expenses Policy) ]

[Reimbursable Expenses are capped at [£[**Insert**] [**OR]** [**Insert**] percent ([**X**]%)] of the Charges payable under this Statement of Work.]

[None]

[**Buyer** to delete as appropriate for this SOW]

1. **Signatures and Approvals**

**Agreement of this SOW**

BY SIGNING this Statement of Work, the Parties agree that it shall be incorporated into Appendix 1 of the Order Form and incorporated into the Call-Off Contract and be legally binding on the Parties:

For and on behalf of the Supplier

Name: [REDACTED]

Title: Head of Business Development

Date: 02 October 2024

Signature: **[REDACTED]**

**For and on behalf of the Buyer**

Name: [REDACTED]

Title: Army Senior Commercial Officer - Innovation

Date: 04 October 2024

Signature: [REDACTED]

### Annex 1

### Data Processing

Prior to the execution of this Statement of Work, the Parties shall review Annex 1 of Joint Schedule 11 (Processing Data) and if the contents of Annex 1 does not adequately cover the Processor / Controller arrangements covered by this Statement of Work, Annex 1 shall be amended as set out below and the following table shall apply to the Processing activities undertaken under this Statement of Work only:

[Template Annex 1 of Joint Schedule 11 (Processing Data) Below]

|  |  |
| --- | --- |
| **Description** | **Details** |
| Identity of Controller for each Category of Personal Data | **The Relevant Authority is Controller and the Supplier is Processor**  The Parties acknowledge that in accordance with paragraph 2 to paragraph 15 and for the purposes of the Data Protection Legislation, the Relevant Authority is the Controller and the Supplier is the Processor of the following Personal Data:   * [**Insert** the scope of Personal Data for which the purposes and means of the Processing by the Supplier is determined by the Relevant Authority]   **The Supplier is Controller and the Relevant Authority is Processor**  The Parties acknowledge that for the purposes of the Data Protection Legislation, the Supplier is the Controller and the Relevant Authority is the Processor in accordance with paragraph 2 to paragraph 15 of the following Personal Data:   * [**Insert** the scope of Personal Data which the purposes and means of the Processing by the Relevant Authority is determined by the Supplier]   **The Parties are Joint Controllers**  The Parties acknowledge that they are Joint Controllers for the purposes of the Data Protection Legislation in respect of:   * [**Insert** the scope of Personal Data which the purposes and means of the Processing is determined by the both Parties together]   **The Parties are Independent Controllers of Personal Data**  The Parties acknowledge that they are Independent Controllers for the purposes of the Data Protection Legislation in respect of:   * Business contact details of Supplier Personnel for which the Supplier is the Controller, * Business contact details of any directors, officers, employees, agents, consultants and contractors of Relevant Authority (excluding the Supplier Personnel) engaged in the performance of the Relevant Authority’s duties under the Contract) for which the Relevant Authority is the Controller, * [**Insert** the scope of other Personal Data provided by one Party who is Controller to the other Party who will separately determine the nature and purposes of its Processing the Personal Data on receipt e.g. where (1) the Supplier has professional or regulatory obligations in respect of Personal Data received, (2) a standardised service is such that the Relevant Authority cannot dictate the way in which Personal Data is processed by the Supplier, or (3) where the Supplier comes to the transaction with Personal Data for which it is already Controller for use by the Relevant Authority]   [**Guidance** where multiple relationships have been identified above, please address the below rows in the table for in respect of each relationship identified] |
| Duration of the Processing | [Clearly set out the duration of the Processing including dates] |
| Nature and purposes of the Processing | [Be as specific as possible, but make sure that you cover all intended purposes.  The nature of the Processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) etc.  The purpose might include: employment processing, statutory obligation, recruitment assessment etc.] |
| Type of Personal Data | [Examples here include: name, address, date of birth, NI number, telephone number, pay, images, biometric data etc.] |
| Categories of Data Subject | [Examples include: Staff (including volunteers, agents, and temporary workers), customers/ clients, suppliers, patients, students / pupils, members of the public, users of a particular website etc.] |
| Plan for return and destruction of the data once the Processing is complete  UNLESS requirement under Union or Member State law to preserve that type of data | [Describe how long the data will be retained for, how it be returned or destroyed] |